

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE Associate Environmental Planner (N/S)	DISTRICT/DIVISION/OFFICE North Region/Office of Environmental Stewardship Engineering Services	
WORKING TITLE Revegetation Specialist	POSITION NUMBER 927-801-4680-xxx	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the direction of a Senior Environmental Planner the incumbent develops and manages contracts for biological mitigation and other management agreements. Employee is to implement and administer contracts both in the office and in the field. May act in a lead capacity and provide functional guidance to various departmental staff. May be required to plan/schedule project activities for groups from other agencies, public and private staff, and inmates. Perform other tasks as necessary for the function of the North Region Office of Environmental Stewardship including; plant identification, develop plant species lists, biological monitoring, cost estimates, report writing and other duties related to biological mitigation planting. Travel will be required including over-night stays; incumbent should possess a valid driver's license.

TYPICAL DUTIES:**PERCENTAGE****JOB DESCRIPTION**Essential (E)/Marginal (M)¹

- 40% (E) Develop and manage Interagency Agreements or Cooperative Agreements utilizing California Conservation Corps crews (CCC), Inmate Labor Crews, Resource Conservation Districts (RCD), University Foundations, non-profit organizations and private contractors, etc. for revegetation and mitigation planting contracts. Develop cost estimates, scope of work, implementation and maintenance schedules, secure money, prepare/submit requests for contracts through DPAC and EFIS, process invoices, track expenditures, manage/oversee compliance with contract requirements, request contract extensions when needed.
- 20% (E) Develop or assist in the development of project specific mitigation plans and revegetation plans, in coordination with other team members such as Environmental Management, Landscape, Project Engineers, Project Management and external agencies. Provide input for cost, scope, and schedule items associated with recommendations for mitigation and revegetation.

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

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- 15% (E) Maintain mitigation area; direct CCC, RCD or Inmate Labor crews to weed, irrigate, and complete replacement planting as necessary.
- 10% (E) Develop and manage service contracts for seed collection and/or plant propagation;. Develop cost estimates, scope of work, schedule for collecting material, out-growing material and delivery dates for plant/seed material, secure money, prepare/submit requests for contracts through DPAC and EFIS, process invoices, track expenditures, manage/oversee compliance with contract requirements, requests contract extension when needed.
- 10% (E) Provide monitoring information in coordination with Environmental Management as identified in CEQA/NEPA documents and regulatory permits. Maintain biological files, and miscellaneous databases for District use.
- 5% (M) Attend public and private meetings. Present mitigation projects to public and private groups. Complete Annual Monitoring reports as required for regulatory compliance.

SUPERVISION EXERCISED OVER OTHERS:

This position will not have supervisory responsibilities but will act in the capacity of contract manager and field inspector for California Conservation Corps crews (CCC's) Resource Conservation District (RCD) crews, private contractors, University Foundation's and/or Inmate Labor Crews. It requires planning and scheduling of daily project activities with the crews. This position may at times, be required to function in lead worker capacity for other Caltrans staff.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge of: Requires a knowledge of a broad range of state and federal environmental laws as they relate to state and federal transportation projects: approved methodology for conducting wetland delineations; principles of ecology; soil preparation, planting and irrigation techniques; working knowledge of California native plants, California ecosystems and native plant community restoration techniques; exotic plant management; the Department's mission and goals.

Ability to: Ability to identify plants using the Jepson Manual or other professionally recognized plant manuals; gather, analyze, review and interpret a variety of data and other information from a wide spectrum of sources in order to determine relationships and effects of proposed projects on existing natural resources; present information and ideas effectively both orally and in writing; direct work crews, instruct crews in proper site preparation, planting techniques and safety practices; manage contracts, purchase requests, interagency agreements and cooperative agreements; work effectively with others as an interdisciplinary team member.

Analytical Requirements: The duties of this assignment involve plant identification skills; review and interpretation of a variety of data and other information from many sources in order to determine how to best implement revegetation/mitigation efforts; assist in quantitative evaluation of monitoring data to determine if regulatory permit requirements are fulfilled.

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CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Failure to adequately plan and implement mitigation requirements of Caltrans projects could lead to legal actions against the State, loss of credibility with other agencies, delays in the project development, permitting and/or construction activities.

PUBLIC AND INTERNAL CONTACTS:

Occasional contact with the public as a representative of the department; daily interaction with other members of the department as a part of a multi-disciplinary team, both within and outside of the immediate work area; some contact with resource/regulatory agency staff while gathering data and implementing mitigation requirements; occasional presentations of the Caltrans mitigation/revegetation program.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Must be able to physically traverse variable terrain in the field and lift objects up to 30 pounds. Field conditions require the ability to stay alert due to safety issues involving public traffic. Must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must be able to analyze and prioritize work situations and take effective action to resolve problems encountered.

WORK ENVIRONMENT:

Will work in a climate-controlled office under artificial lighting 50% of the time. When in the field, fluctuating temperatures can be expected, varying from 30 to 120 degrees Fahrenheit. Variable terrain, dusty atmosphere, and loud noise from traffic and construction sites will be experienced. Work will require employee to travel, which will mandate overnight stays for intermittent periods of time.

I have read, and understand the duties listed above. If you believe you may require accommodation, please discuss this with your hiring supervisor.

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.